

ELMLEA SCHOOLS' TRUST
Virtual Meeting Protocols
Terms of Reference 2021/2022

Protocol or set of ground rules (agreed by the board and documented) should be in place to cover virtual meeting practices. The protocol acknowledges existing policies relating to data protection, appropriate use of ICT and maintaining confidentiality.

The protocol applies to trustees/governors using virtual systems including zoom and Microsoft teams to participate and vote in meetings.

Where the board decides that a meeting should take place using alternative arrangements (e.g. by telephone or video conference) then following protocols will apply:

- the usual (statutory) notice and arrangements for issuing papers except where the chair has exercised their right to waive the usual notice;
- all participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty;
- all participants will note and follow any instructions given on how to manage their participation at the meeting. For example, confirming attendance, speaking through the chair of the meeting, voting on matters etc;

all participants will ensure that the room/area in which they are located in when they are participating in the virtual meeting, ensure that confidentiality is maintained, this includes including ensuring that adults/school aged children not entitled to attend the meeting are not present.

- the board will abide by their normal rules, procedures and code of conduct adopted by the governing board and give regard to the duty to maintain confidentiality;
- all participants will ensure that the room/area in which they are located in when they are participating in the virtual meeting, ensure that confidentiality is maintained, this includes including ensuring that adults/school aged children not entitled to attend the meeting are not present;
- trustees/governors will contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and the appropriate use of ICT,
- the minutes of the meeting will be taken by the meeting clerk
- the meetings may be recorded by the clerk, subject to approval by the board, meetings should not be recorded by any governor/trustee without the approval of the board and for a specified purpose.
- Once minutes have been approved, and minutes record the confirmation that they are a true and accurate reflection of the relevant meeting, the chair responsible for signing minutes will be responsible for marking minutes as signed in GovHub when it's not possible to meet face-to-face to do undertake signing a hard copy of the minutes.

BOARD OF TRUSTEES TERMS OF REFERENCE	
Protocols Adopted	July 2021

Review cycle	Annually
Review date	Summer 2021